

# Employee

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# Introduction

# Introduction

1. Employee Master window is used to maintain the employee details.
2. The Employee master is used to maintain the all data about the employees , It includes User details, Location Details, Personal Details, Bank Account Details.

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# Employee

The screenshot shows the 'Employee' form in the KONNECT ANALYTICS system. The form is for Employee 1000003, Ranjith Pvt. Ltd. The 'Data requested' section shows Client: Konnect Demo, Organization: Manufacturing Discrete, Search Key: 1000003, and Name: Ranjith Pvt. Ltd. The 'Customer Information' section includes fields for Invoice Rule (Immediate), Invoice Schedule, Payment Rule (Cash), Payment Term (Immediate), Delivery Rule, Delivery Via, Price List (Sales), Discount Schema, Flat Discount %, Dunning, and Dunning Grace Date. A dropdown menu is open, listing various transaction types such as Customer Return (#1), Contact (#2), Customer PO (#1), Goods Inward/Outward (#1), Inventory Move (#21), Invoice (Customer) (#24), Invoice Payment Schedule (#8), Invoice (Vendor) (#2), Material Receipt (#40), MRP (#32), My Sales Order (#25), Payment (#21), Project (#3), Project (Lines/Issues) (#3), Purchase Order (#36), Quality Inspection(Single) (#2), Quotation (#8), Sales Opportunity (#1), Sales Order (#17), Shipment (Customer) (#7), Shipment Package Plan (#2), and Subcontract Issue (#14). The form also includes sections for Contact (User) with tabs for Location, Bank Account, Personal Information, Education, Experience, and Training.

## Critical Fields :

1. Search Key : Used to maintain the employee code and unique id number.(Use characters and numbers)
2. Group : We can mention the Employee Group(Group is an another master window) (Do not change the Group after the transactions)
3. Name : We can create Employee Name.(Ex : Ranjith Pvt.Ltd )

## Critical & onetime setup fields :

## Non-Critical Fields :

1. Operator Check Box : When we select this check box this Employee Name will shown in Production queue.

2. Sales Representative : We can use the Employee as a Sales Representative when select this check box.
3. Payment Term : We can select payment term from the payment term master.
4. Payment Rule : This is used to select the payment type.(Ex : Cash, Check , On Credit)
5. Price List : We can select the Price list type from the price list master.(Ex : Purchase, Sales)
6. Delivery Rule : We can select the delivery rule from the list.(After Receipt , Availability, Manual)
7. Delivery Via : We can select the Delivery Type from the list .(Pick Up, Shipper, Delivery)

## **Zoom condition's :**

1. We can find the transactions by using this Employee.(EX : Purchase Order,Material Receipt,Salas Order,Salary Structure, Leave Status, Loans and Advances, etc..)

## **Customization :**

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# Contact (User)

The screenshot displays the 'Contact (User)' form in the Konnect Analytics application. The form is for Employee 1000003 Name 1. The 'Name' field is highlighted in orange. A dropdown menu is open over the form, listing various document types: Invoice (Customer) (#8), Invoice Payment Schedule (#2), Material Receipt (#10), My Sales Order (#6), Project (#1), Project (Lines/Issues) (#1), Purchase Order (#6), Quotation (#1), Sales Order (#5), and Shipment (Customer) (#2). The form includes fields for Client (Konnect Demo), Employee Name (Ranjith Pvt. Ltd), Name (Name 1), Description, Comments, EMail Address (name@gamil.com), Greeting, Title, Phone (9875436746), Fax, Position, EMail Verify, Password, Partner Location (Coimbatore), Birthday (06/04/2019), 2nd Phone, Notification Type (EMail+Notice), and Full BP Access (checked). The form is active and has a verification info field.

## Critical Fields

1. Name : We should maintain the contact user name for that employee. (Ex : Name )
2. Birthday : It is used to maintain the Birthday Date.(Ex : 06/04/2019)

## Critical & onetime setup fields

## Non-Critical Fields

1. Email Address : It is used to maintain the Email Id for this user.(Ex : **Name1@gmail.com**)
2. Email User Password : This is used to maintain the Password for the mail ID.
3. Partner Location : Used to maintain the Partner location. (To create location refer location Master)
4. Supervisor : This field is used to maintain the supervisor of the particular Employee.(This name is also created in Employee window)

5. Phone : Used to maintain the user contact Number.

## **Zoom condition's**

1. We can check the transactions by using this contact user.(Ex : Purchase Order,Sales Order,Material Receipt,Invoices,..)

## **Validation**

1. Save : Used to Save the Record.
2. Delete : Used To Delete the Saved Records.

Tab

# Location

The screenshot displays the 'Location' form in the KCONNECT ANALYTICS application. The form is for an employee named 'Name 1' (Employee ID: 1000003) under the 'Connect Demo' client and 'Manufacturing Discrete' organization. The form includes fields for Name, Country (India), State (TamilNadu), City (Coimbatore), Address 1 (Door no 22), Address 2 (xyz street), Address 3 (Near vgs garden), Address 4 (Coimbatore), Postal Code (645124515), Latitude, Longitude, and Phone (898989898989). A modal window is open over the Name field, showing a dropdown menu for Country (India), State (TamilNadu), and City (Coimbatore), along with address and postal code fields. The form also includes 'Map' and 'Get Lat/Long' buttons, and a 'Record saved' message.

## Critical Fields

1. Name : This Field is used maintain the location Name.(Ex : Location 1)

## Critical & onetime setup fields

## Non-Critical Fields

1. Country : We can select the country name from the list.(Ex : India)
2. State : We can select the state name from the list .(Ex : Tamil Nadu)
3. City : We can select the city name from the list.(Ex : Coimbatore)
4. Address Fields : Used to maintain the address of the location.
5. Postal Code : Used to give postal number.

## **Zoom condition's**

1. We can zoom and check the transactions by using this partner locations.(Ex : Invoice,Subcontract Receipt,..)

## **Validation**

1. Save : Used to save the record.
2. Delete : Used to delete the existing record .

Tab

# Bank Account

The screenshot shows the 'Bank Account' form in the Konnect Analytics application. The form is titled 'Employee > Bank Account' and is for 'Employee: 1000003 Name 1'. The form fields are as follows:

- Client: Konnect Demo
- Organization: Manufacturing Discrete
- Employee Name: Name 1
- User/Contact: Name1
- Active:
- Bank: State Bank\_-1
- Account No: 3455 4898 4932 4389
- Account Usage: Both
- Bank Account Type: Current Account (selected from a dropdown menu)

## Critical Fields

1. Bank : We should select the bank name from the bank master.(Ex : State Bank)

## Critical & onetime setup fields

## Non-Critical Fields

1. User/Contact : We select the user contact name from the contact user tab.(Ex : Name 1 )
2. Account No : Used to maintain the Bank Account Number.
3. Bank Account Type : Used to select the Account type like Card,Cash,Checking,Current Account,Fixed Deposit ,OD,Recurring Deposit Account,Salary Account, Savings.
4. Account Usage : Used to maintain the usage like Direct Debit,Direct Deposit,Both,None.

# **Zoom condition's**

## **Validation**

1. Save : Used To Save the record .
2. Delete : Used to Delete the Existing record .

Tab

# Personal Information

The screenshot shows the 'Personal Information' form for an employee in the 'KONNECT ANALYTICS' system. The form is titled 'Employee: 1000003 Name 1'. It contains various fields for personal and organizational data. A dropdown menu for 'Marital Status' is currently open, showing options: Divorced, Married, Single (highlighted), and Widowed. The 'Date of Joining' field is set to 01/04/2020 at 12:00:00 AM. The 'Date of Relieving' field is set to 31/12/2030 at 5:00:00 PM. The 'Department' is 'Accounts' and the 'Position' is 'Accountant'. The 'Payment Type' is 'Bank'. The 'Active' checkbox is checked. The 'PF Number' is 534488998967. The 'ESI' field is empty. The 'Contract' field is empty. The 'Employee Category' field is empty. The 'Shift' field is empty. The 'UAN' field is empty. The 'Pancard Number' field is empty. The 'Blood Group' is 'A+'. The 'Gender' is 'Male'. The 'Languages Known' are 'Tamil, English'. The 'Aadharcard Number' is 43454777678879768. The 'Driving License' field is empty. The 'Passport Number' field is empty. The 'Date of Birth' is 31/03/1997 at 12:00:00 AM. The 'Client' is 'Konnect Demo' and the 'Organization' is 'Manufacturing Discrete'.

## Critical Fields

1. Date of joining : It is used to maintain the joining date of this particular Employee.

## Critical & onetime setup fields

## Non-Critical Fields

1. Blood Group : Used to mention the Blood Group of the Employee.(Ex : A+,B+,AB+,O-,...)
2. Gender : Used to mention the Gender (Ex : Male,Female,TransGender).
3. Marital Status : Used To mention their marital status(Ex :  
Single,Married,Divorced,Widowed)
4. Department : Used to maintain the Employee working department.(Ex : Accounts, Refer

Department Master)

5. Position : Used to maintain the Employee Position in that particular department (Ex : Accountant, Refer Position Master)
6. Wedding Date : Used To mention their Wedding date (While choosing martial status as Married wedding date popup will appear)
7. Father Name : Used to mention the Fathers's name
8. Mother Name : Used to mention the Mother's Name
9. Spouse Name : Used to mention the Wife or Husband Name.
10. Languages Known : Used to maintain the language known details
11. UAN Number : Used to Maintain the PF UAN Number
12. Aadharcard Number : Used Maintain the Employee Aadharcard Number.
13. PF Number : used to maintain the PF Number
14. ESI : Used to maintain the ESI Number
15. Pancard Number : Used to maintain the Pancard Number to the employee
16. Driving License : Used to maintain the employee driving license number
17. Passport Number : Used to maintain the Passport number
18. Probation Period : This Date field is used to give the probation date
19. Date Of Relieving : Field is used to mention the Relieving Date
20. Date Confirm : Used to maintain the employee confirmation date
21. Complete Plan : Used to maintain the plan completion date.

## **Zoom condition's**

## **Validation**

1. Save : used to save the record.
2. Delete : used to delete the records.

Tab

# Education

The screenshot shows the 'Education' form in the KONNECT ANALYTICS system. The form is titled 'Employee: 1000003 Name 1' and is part of the 'Personal Information' section. The form contains the following fields:

- Client: Konnect Demo
- Organization: Manufacturing Discrete
- College/School name: Anna University
- University/Board: Anna University
- Degree: MBA
- Year Of Passing: 2,019
- CGPA%: 8.7
- Duration: 0.0
- Active:
- Latest Record:

## Critical Fields

1. College/School Name: Used to mention the college name . (Ex : Anna University)
2. University/Board : Used to mention the University name .(Ex : Anna University)
3. Degree : Used to mention the Degree.(Ex : MBA , Refer Degree Master Window)

## Critical & onetime setup fields

## Non-Critical Fields

1. Year Of Passing : Used To mention the passed out year.
2. CGPA % : Used to mention the Percentage.

## Zoom condition's

# Validation

1. Save : Used to save the record
2. Delete : Used to delete the record.

Tab

# Experience

The screenshot shows the KONECT ANALYTICS software interface. The top navigation bar includes the logo, a search bar, and user information (Prasanth.P@Kconnect Demo, Kconnect Demo Admin). The main menu includes Home (7), Summary, and Employee: 1000003 Name 1. The left sidebar has Favourites and Recent Items. The main content area is titled 'Employee > Personal Information > Experience'. The form displays the following data:

Client	Konnect Demo	Organization	Manufacturing Discrete
Employer Name	Info Pvt.Ltd		
Location	Coimbatore		
Designation	Accountant	Gross Salary	20,000.0
Job Description			
Reason For Leaving	Company Location Changed.		
From Date	01/02/2019 12:00:00 PM	To Date	01/02/2020 12:00:00 PM
<input checked="" type="checkbox"/> Active		<input type="checkbox"/> Latest Record	

## Critical Fields

1. Employer Name : Used to maintain the previous Employer Name of the Employee.
2. Reason For Leaving : Used To mention the Relieving Reasons.
3. From Date : Employee Joining date in that Company.
4. To Date: Employee Relieving Date from that company.

## Critical & onetime setup fields

## Non-Critical Fields

1. Designation : Used to mention Employee Designation in that previous company.
2. Gross Salary : Used to mention Previous Salary of the Employee.

## Zoom condition's

# Validation

1. Save : Used to save the document
2. Delete : Used to delete the Records.

Tab

# Training

The screenshot displays the 'KONNECT ANALYTICS' web interface. The top navigation bar includes the logo, a search bar, and user information: 'Prasanth P@Konnnect Demo, \*Konnnect Demo Admin'. Below the navigation bar, there are tabs for 'Home (7)', 'Summary', and 'Employee: 1000003 Name 1'. The main content area shows a breadcrumb trail: 'Employee > Personal Information > Training'. The form is titled 'Record saved' and contains the following fields:

- Client:** Konnnect Demo
- Organization:** Manufacturing Discrete
- Institution Name:** Techno Institute
- Description:** (Empty text area)
- From Date:** 01/10/2018
- To Date:** 31/12/2018
- Active:**

## Critical Fields

1. Institution Name : We Can fill the Training Institution name.
2. From Date : Training Starting date.
3. To Date : Training End date.

## Critical & onetime setup fields

## Non-Critical Fields

## Zoom condition's

# Validation

# Validation

Validation

# Validations

## **Save :**

Used to save the document.

## **Delete :**

Used to delete the records.

# Video